

Intermediate Microsoft Excel

REED
LEARNING

All the skills you need to make Microsoft Excel work for you



Our lowest
ever prices on IT
programmes!

WHO IS IT FOR?

- Anyone who has attended our Introduction to MS Excel Course
- People looking to expand their existing MS Excel knowledge
- MS Excel users who want to save time and learn new functions

WHAT WILL YOU GET OUT OF IT?

- More efficient spreadsheets and automation using Lookups
- The ability to protect your data using security features
- Understanding the "IF" function and conditional formatting
- Expert advice on your individual needs from a knowledgeable, skilled trainer

Book now

 0800 170 7777

 MORE.INFO@REEDLEARNING.CO.UK

 WWW.REEDLEARNING.CO.UK/MIDEXP

What's more...

 Loyalty discount

 Course guarantee

 Free refresher courses

Intermediate Microsoft Excel

Our lowest ever prices!
£199 + VAT, 1 Day
course, London

Discover all the skills you need to make Microsoft Excel work for you, in just one day



WHO IS IT FOR?

This course is suitable for anyone who has attended the introduction course, or who has sufficient knowledge and understanding of the basics of Excel and is looking to expand this.

There are no pre-requisites, but a good working knowledge of Microsoft Excel's working environment, as well as a firm grip of basic computer skills, is required.

This course will benefit all those who use excel for work or at home, and wish they knew a few more functions, tips and tricks to make life quicker.

Please note, a different version of this course is available for users with the 2007 versions of MS Excel - learn more at www.reedlearning.co.uk/mide07

WHAT IS IT ABOUT?

This course is a natural progression from our introductory courses, that provides expert guidance through more complex functions and plenty of practice and examples to build confidence using them.

Many of us use MS Excel every day without realising the full power of this important tool. Getting expert tuition in the functions you've been unsure about, as well as time-saving hints and new techniques could save you hours each day.

This course focuses especially on harnessing the power of MS Excel to automate complex tasks.

WHAT WILL I GET OUT OF IT?

Save time and your sanity with features that automate complex tasks

- Know how to protect your data using the security features
- Achieve automation of worksheets using excel look up features
- Improve interpretation of data
 - learn to create and customise graphs
 - plot trend lines to enhance your forecasts
- Learn how Excel can make decisions using the 'If' function
- Discover how conditional formatting can enhance the visibility of your

YOUR PLACE OR OURS?

This course works effectively as an in-house programme, which can be tailored to the specific needs and learning objectives of new managers in your business.

In-house training is an effective alternative and costs less than you think. Courses can be delivered at your premises (or somewhere else if you prefer), and the solution will fit your organisation exactly.

If you have a group requiring Intermediate Microsoft Excel, XP or 2007 version, call our in-company team on 020 7520 6953 or email us at more.info@reedlearning.co.uk

WHAT PAST DELEGATES SAID:

"I am very pleased with the way the course was presented - easy to follow. Overall I have learnt a lot and now feel more comfortable with excel." Jennifer Simeon, Royal College of General Practitioners

"The most informative course I have been on! Excellent facilities, and an excellent trainer. Would recommend to anyone who wants to learn more about Excel." Kayleigh Wright, Transcar Projects Ltd

"Very good day, learnt loads!" Allan Southgate, Arriva North London



BOOK NOW 0800 170 7777 OR EMAIL more.info@reedlearning.co.uk OR VISIT www.reedlearning.co.uk/midexp

Course Programme

Runs each month in
London £199 +
VAT 1 Day
course

Courses typically start at 9:30am and finish between 4:30pm and 5pm. Refreshments will be available throughout the day. Lunch and course notes are always included.

Get the expert tips, tools and techniques you need to make excel work for you, with one day intensive tuition from Reed Learning



**TO DISCUSS
WHETHER
THIS COURSE IS
RIGHT FOR YOU,
CALL OUR CUSTOMER
SERVICE TEAM ON
0800 170 7777**

9:00 - 9:30am Registration, tea and coffee

Morning Session

WORKING WITH MULTIPLE WORKSHEETS

- Data entry shortcuts: using the keyboard and mouse
- Managing data in multiple worksheets
- Using simple formulas and functions
- Using AutoCalculate and Labels
- Using 3-D formulad across worksheets
- Practical exercises

VALIDATING, PROTECTING, AUDITING FORM AND TEMPLATE

- Using data validation
- Creating new workbooks using templates
- Protecting worksheet style and content
- Enabling and locking cell editing

Morning Session continued

PROTECTING YOUR WORKBOOK

- Security Measures: protecting your workbook from unauthorized users
- Setting and modifying passwords and other controls

AUDITING WORK

- Auditing worksheets and tracing cell references
- Finding precedents and dependents
- Tracing invalid data
- Practical exercise: Building secure data validate forms

Lunch and refreshments always included

Afternoon Session

CREATING POWERFUL DATABASES

- Data entry shortcuts - filling blank cells
- Creating databases
- Managing records in databases
- Sorting records
- Using AutoFilter
- Using advanced filters
- Customisin criteria and wildcards
- Using simple database functions
- Using the VLOOKUP function
- Practical exercise: Finding the closest match

Afternoon Session continued

CREATING CHARTS

- Creating charts using Chart Wizard
- Changing chart options
- Formatting charts
- Changing font, formatting, text orientation
- Manipulating data series and chart types
- Working with more than one chart type
- Pie charts, wedges and picture charts



Course title

Intermediate Microsoft Excel

Duration & cost

1 Day, £199 + VAT

Course runs in London

Several times each month

Code

MIDEXP

Dull but important – This is your personal code, please quote it when booking

MIDEXP/ICB

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Call us to book your place on
0800 170 7777 Book online at
www.reedlearning.co.uk/midexp

FOUR MORE GREAT REASONS TO ATTEND OUR INTERMEDIATE MICROSOFT EXCEL COURSE

1. **SAVE TIME NOW - LEARN SMARTER WAYS TO WORK WITH EXCEL**
2. **NO OTHER I.T. COURSE OFFERS YOU SO MUCH PRACTICAL ADVICE IN JUST ONE DAY**
3. **NOW WITH LOWEST EVER COURSE PRICES ON I.T. TRAINING**
4. **FREE REFRESHER GUARANTEE**

SPACES ARE AVAILABLE NOW

You'll find the next scheduled dates online at www.reedlearning.co.uk/midexp Alternatively, our customer services team are waiting to speak to you on **0800 170 7777** If you prefer, email any questions to more.info@reedlearning.co.uk Call us today to book your place on this course.

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WHY CHOOSE REED LEARNING?

We are the UK's leading business training company – with 40% more business, management and personal development programmes than any of our competitors

Reliable 99.5% of our delegates would recommend us to a friend or colleague.

Professional Over 30 years' experience coupled with seamless administration & a no quibble refund if you are not completely satisfied.

Friendly The most generous loyalty discounts in the industry, and you can attend your course again with our FREE refreshers.

Innovative The first training company to offer bite-size MP3 modules and pioneers in developing qualifications in partnership with leading academic institutions.

Visit our website www.reedlearning.co.uk for details of other courses like Intermediate Microsoft Excel XP / 2003, including:

- Intermediate Microsoft Excel 2007
- Introduction to Microsoft Excel XP / 2003
- Intermediate Microsoft PowerPoint XP / 2003
- Advanced Microsoft Excel XP / 2003

FREQUENTLY ASKED QUESTIONS

Q Where will my course be held?

A You can attend our Intermediate Microsoft Excel XP / 2003 course at our state of the art London training centre in Holborn.

Q How will I know where to go and what to do?

A You'll be sent comprehensive joining instructions. You can also access maps online at www.reedlearning.co.uk/venues.

Q How many people will be on my course?

A This course rarely runs with more than 10 people in order to maintain the level of individual attention our experiential learning requires.

Q Will there be lunch?

A Of course! You will either enjoy a buffet in the training centre, visit a local restaurant with your fellow delegates or be given vouchers to use in the numerous eateries nearby. All options are included in the course price.

